



Unlocking potential, changing lives

<b>Job Title</b>	Site & Student Security Officer
<b>Location</b>	Skipton, multi site
<b>Rate of pay</b>	Craven College Harmonised Scale
<b>Post No</b>	B271A

## JOB PURPOSE

As a key member of the Facilities and Estates team, you will act as an ambassador for Craven College providing a highly visible presence and service around campus to all our students, staff and visitors. You will work closely with the Head of Estates and Facilities along with Student Service Manager to foster and promote a culture of positive student engagement and experience. You will be responsible for carrying out a range of tasks to ensure the provision of first-class facilities and a safe, secure environment for students, staff, and visitors.

You will respond to incidents and emergencies in line with College Safety and Security Procedures, you will demonstrate careful judgment, excellent welcoming customer service and a high level of integrity. You will consistently demonstrate the College's core values of openness and inclusiveness and help to drive continuous improvement.

Representing the College in a professional manner, you will be committed to promoting a disciplined and orderly culture among the students while providing a supportive and visible presence of protection of persons, property and prevention of crime.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

## KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- Routine patrols and monitoring of the campuses responding to different types of issues and/or emergencies; investigation and incident report writing as required to the Head of Facilities & Estates.
- To provide accurate non-judgemental incident reporting and recording processes to the safeguarding team in a timely manner.
- To communicate effectively and be approachable to a diverse range of people in line with the College's Values and Behaviours.





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- To ensure that an efficient, effective and consistent level of service is provided to all of the College community.
- Carry out security duties within the given parameters
- Ensuring good order and behaviour of all present on the college premises, including the protection of everyone therein against violent acts, abuse, and accident.
- The protection of college property against loss, theft, damage, (including fire and water) and waste
- To ensure reasonable crime prevention measures are in place.
- The protection of private property belonging to staff, students and visitors against loss, theft and damage
- That any offences against the law are brought to the attention of the Head of Facilities & Estates
- That basic Fire Precautions are in place and means of escape are clear
- Monitor health and safety issues reporting transgressions and defects accordingly
- To provide First Aid to students and staff when required.
- To complete the opening and locking of buildings is carried out following health and safety checks.
- Control of Parking in All College Areas

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.





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The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

### Essential Requirements

- Qualified to Level 2 (GCSE Grade A\*-C or equivalent) in English and Maths (or willing to work towards completion within a specified time frame).
- To hold a current SIA licence.
- Good literacy and excellent proven verbal communication skills
- Previous experience of working in the security industry/environment
- Be digitally literate and show the ability to use Microsoft Word and Outlook Express for email
- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.
- Self-motivation and ability to use own initiative and work without supervision as well as proven ability to work as part of a diverse team
- To demonstrate tact and diplomacy to deal with people, including senior staff, students and visitors, in all circumstances, including emergencies
- Ability to manage potentially volatile situations and deal with conflict effectively
- Ability to receive, interpret and act on instructions quickly and effectively
- Demonstrable skills in observation and the ability to appraise situations quickly and effectively
  
- Responsible attitude towards health and safety at work
- Awareness of Equality and Diversity issues and the ability to work with sensitivity to the needs of a multi-cultural environment
- To hold a current CCTV licence and knowledge of operating systems

### Desirable Requirements

- First Aid at Work Qualification (FAW) or a willingness to achieve within a specified timescales
- Experience of working in Education
- Experience of working as part of a Facilities Team
- Good Understanding of Health & Safety
- Experience of gathering and reporting of incidents/information





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**CONDITIONS**

Flexible hours required in line with the needs of the College to include some weekends and evenings

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post





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## VISION, MISSION AND VALUES

**Vision:** To be exceptional in everything that we do  
**Mission:** Proudly serving our communities by delivering high quality education and training  
**Strapline:** Unlocking potential, changing lives Unlocking potential

### Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

- 1.0 We are ambitious for our students and staff, striving for excellence in all we do
- 2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
- 3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
- 4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

